

ST. ANDREW'S SCHOOL ASSOCIATION

Constitution and Rules

1 ASSOCIATION

- 1.1 The name of the Association shall be the St. Andrew's School Association – The PTA of St Andrew's School.
- 1.2 The President of the Association shall be the Headteacher.
- 1.3 The management and control of the Association shall be vested in a Committee which shall consist of the following: Chairperson, Treasurer, Secretary and not less than eight members, which would normally be not less than two members of the School teaching or non teaching staff, the balance being parents.
- 1.4 A Committee member / Trustee who fails either to attend or send apologies for three consecutive meetings shall be written to or communicated with to determine if they should be deemed to have resigned.

2 OBJECTS

- 2.1 The objects of the Association are to advance the education of the pupils in the School, providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as an ancillary to and in furtherance of this object; the Association may:
 - a) develop effective relationships between the staff, parents and others associated with the School; and
 - b) engage in activities or provide facilities or equipment which support the School and advance the education of the pupils.
- 2.2 The Association shall be non political.

3 POWERS

- 3.1 The Committee members / Trustees have the power to take out public liability and personal accident insurance to cover Association meetings, activities, Committee members / Trustees, to insure the Association's property against any unforeseeable risk and take out other insurance policies to protect the Association where required.

4 MEMBERSHIP

- 4.1 A member shall be any person being a parent or guardian of a child currently attending St. Andrew's Nursery or Primary School, or any member of staff, teaching or non teaching.
- 4.2 Where a child leaves the School during the academic year the parent being a member of the Association shall be deemed to continue as such until the end of that academic year.
- 4.3 Where parents no longer have children at the School but wish to continue their interest in the School through the Association, they may be accepted as Associate Members and shall have the benefit of membership, with the exception that they

may not serve as a Committee member / Trustee. Associate members may vote at the annual general meeting.

5 GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY)

- 5.1 The Annual General Meeting (AGM) of the Association shall be held during the first half of the Michaelmas term of each year. Written notice of the AGM will be given to the Members, and should specify the date, time and location of the AGM.
- 5.2 There is a quorum at an AGM when the number of Members present is at least twice the number of Committee members / Trustees in office at the start of the meeting. If there is no quorum present the meeting shall take place one month later when no quorum would be necessary. The only exception would be at an AGM where the Association is being dissolved.
- 5.3 The Chairperson or, in his/her absence, some other Committee member / Trustee is in charge of an AGM.
- 5.4 Every issue at an AGM is decided by a simple majority of the votes cast by the Members present at the meeting.
- 5.5 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue.
- 5.6 An Extraordinary General Meeting (EGM) may be called at any time by the Committee and must be called within 21 days to happen within three months of a written request from at least ten Members.

6 THE COMMITTEE

- 6.1 All members of the Committee are trustees of the charity and have control of the Association, its property and funds. The Committee Members are referred to in this document as Committee members / Trustees.
- 6.2 Committee members / Trustees shall be elected at the AGM and shall hold office until the next AGM. Elected Committee members / Trustees would normally serve for a period of two years.
- 6.3 Committee members / Trustees shall have the power to co-opt Committee members / Trustees at any time, and co-opted Committee members / Trustees shall serve until the date of the next AGM.

7 COMMITTEE MEETINGS

- 7.1 A quorum at a Committee meeting is 50 per cent, rounded up to the nearest whole number, of the total current Membership of the Committee.
- 7.2 The Chairperson or, in his/her absence, some other Committee member / Trustee is in charge of a Committee meeting.

- 7.3 Every decision may be made by a simple majority of the votes cast by the Members present at a Committee meeting.

8 POWERS OF COMMITTEE

- 8.1 The Committee members / Trustees may delegate any functions of the Committee to sub-committees, and shall prescribe the function of any sub-committee.
- 8.2 That any matter not provided for in the Constitution shall be dealt with by the Committee members / Trustees whose decision shall be final.

9 RECORDS & ACCOUNTS

- 9.1 The Committee must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
- 9.1.1 Annual reports
 - 9.1.2 Annual returns
 - 9.1.3 Annual statements of account
- 9.2 The Treasurer shall keep account of all income and expenditure and shall submit accounts at the AGM. The banking account shall be in the name of the Association and withdrawals shall be made by the authority of two of the following;
- a) Chairperson, b) Treasurer, c) Secretary, d) President.

10 AMENDMENTS

- 10.1 No amendment is valid if it would make a fundamental change to the Objects or destroy the charitable status of the Association.

11 DISSOLUTION

- 11.1 The net assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.

Adopted at a meeting held at St Andrew's School on 20th October 2010